

or if parts of the work performed are no longer accessible for inspection, the contractor will need to remove or replace any material for the purpose of the inspection. In certain cases, we may allow you to retain a duly qualified Florida Licensed engineer or architect to investigate, inspect and perform any required testing in order to certify that the work was performed to code.

Inspection reports submitted by State of Florida duly licensed engineers and architects must indicate the scope of his/her inspections and methods used to ascertain compliance with the permit documents. All inspection reports must be signed and sealed. All final inspections shall be performed by the Building Department inspectors.

Where are your offices located and what are the processing hours?
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Miami-Dade County Permitting and Inspection Center

11805 S.W. 26th Street (Coral Way)
Miami, Florida 33175-2474
(786) 315-2100

Plans processing between the hours of
7:30 a.m. to 4:30 p.m.,
Monday through Friday.

South Office

10710 S.W. 211 Street, Suite 105
Miami, Florida 33189
(305) 233-0614

Plans processing drop off service between the hours
of 7:30 a.m. to 4:30 p.m., Monday through Friday.

Alex Penelas
Mayor



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Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability. “It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act.”

PERMITS
WITHOUT
FINAL
INSPECTIONS

QUESTIONS AND
ANSWERS FOR PROPERTY
OWNER’S PERMITS THAT
ARE EXPIRING



A public information service of

**Miami-Dade County
Building Department**

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www.co.miami-dade.fl.us/bldg/
or
www.miamidade.gov

What if the Building Department's records are incomplete or inaccurate?

The contractor should visit one of our Building Department's offices with documentation to that effect. An example of documentation your contractor may submit is the Permit Card showing proof that inspections were performed by a Building Department Inspector.

What if permits were obtained and the work was never performed or duplicate permits were issued for the same work?

Request cancellation of the permits by writing a letter to the Building Department, Permit Records Section at 11805 S.W. 26 Street, Miami, Florida 33175-2474, Attention: Branch Office Supervisor. In your letter, please be sure to give the permit number, job address and reason for cancellation. This letter should be signed by your contractor.

What if the job was halted due to legal action or a dispute with the contractor?

If the contractor started the job but did not complete the work due to legal action or a dispute, you need to submit documentation to that effect to the Building Department. Examples of documentation would be a complaint filed against the contractor or court records of pending legal action. We will consider granting a compliance extension until the resolution of the complaint or legal action, provided no life-safety violations exist. However, eventually either the original contractor will need to complete the work, you will need to hire a new contractor to complete the work or you could complete the work yourself as an Owner-Builder. In order to complete the work as an Owner-Builder, you must have the experience, knowledge and ability required to perform the work in accordance with the Florida Building Code. If the current contractor does not complete the work, you will need to transfer the permit to your new contractor or to yourself as an Owner-Builder, if you qualify, prior to performing any work or calling for mandatory inspections.

What do I do to transfer the permit to a new contractor or to myself as the Owner-Builder?

You will need to complete a Hold-Harmless Letter (a Miami-Dade County form) authorizing a new contractor to complete the work or requesting to complete the work as an Owner-Builder. If a new contractor will complete the work, he will need to submit the Hold-Harmless Letter to the Building Department along with a permit application. There will be a 10 working day waiting period prior to the change of contractor taking effect.

If you plan to do the work as an Owner-Builder, you will need to complete the Hold-Harmless letter and submit it to the Building Department with proof of ownership and a new permit application. You will be given a verbal test to insure you have the experience and knowledge of the Florida Building Code required to perform the work. There will be a 10 day waiting period prior to the change of contractor taking effect.

What if one of the outstanding requirements under the permit was not required or not performed?

For example: an electrical upgrade was shown on the original plans, however, it was not performed.

In order to delete a portion of the work from the original permit, the contractor (or Owner-Builder) will need to visit one of our Building Department's offices during the designated processing hours with a revised set of plans. He or she will be required to complete a new permit application and obtain approvals from the required processing sections.

What if a duly qualified and pre-approved Special Inspector performed the mandatory inspections at the time of construction?

If the required mandatory inspections were performed by a Special Inspector pre-approved and pre-qualified by us at time of construction, the contractor must submit the inspection reports to one of the fol-

lowing Building Department Offices so that the results of the inspections can be made part of the official record, if accepted. The inspection reports should contain the dates the inspections were performed and any comments made by the Special Inspector at time of inspection. All inspection reports must be signed and sealed by the architect or engineer.

Once those inspections have been made part of our records, the contractor (or Owner-Builder) is still required to call for any mandatory inspections that were not performed by the Special Inspector and the final inspection which must be performed by our inspectors.

What if the work was performed and mandatory inspections were never called for and a Special Inspector was not retained to perform the inspections?

Your contractor is required to extend the permit or call for the mandatory inspections (refer to procedures below).

What is the procedure and fee for extending the permit?

Your contractor can apply for a permit extension by completing a permit application and submitting it with an extension fee prior to the permit expiration. The permit application can be submitted at any one of our Building Department offices.

After the contractor has extended the permits(s), how does he or she obtain approval of inspections for which construction has been completed or where parts of the work performed are no longer accessible for inspections?

As the permit holder, it is the contractor's duty to cause the work to remain accessible and exposed for inspection purposes. Furthermore, Miami-Dade County is not liable for any expense incurred in the removal or replacement of any material for the purpose of performing a required inspection. If the construction has been completed